

अण्डमान तथा
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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय@SECRETARIAT

NOTIFICATION

Port Blair, dated the 28th December, 2012.

No. 255/2012/F.No.6-1(6)/2011-MPH.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14-3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to Group 'C' (Non-Gazetted/Non-Ministerial) posts of “(1) Carpenter, (2) Dresser, (3) Barber, (4) Tailor, (5) Laundry Machine Operator, (6) Gestetner Operator and (7) Helper” borne in the Directorate of Health Services, Andaman and Nicobar Administration, namely :-

1. Short title and commencement :

- (i) These Rules may be called the Andaman and Nicobar Administration (Non-Gazetted Group 'C' posts in the Directorate of Health Services) Recruitment Rules, 2012.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number, classification and scale of pay :

The number of posts, their classification and the Pay Band and Grade Pay attached thereto shall be as specified in paras 2 to 4 of the Schedule-I to VII annexed thereto.

3. Method of recruitment, age limit and other qualifications :

The method of recruitment, age limit, educational qualifications and other matters relating to the said posts shall be as specified in paras 5 -14 of the attached Schedules.

4. Disqualification :

No person —

- (a) who has entered into or contracted a marriage with a person having a spouse living,

OR

- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Powers to relax :

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, if necessary, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings :

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**By order and in the name of the Lieutenant Governor,
Andaman and Nicobar Islands.**

**Sd./-
Assistant Secretary (Health)**

SCHEDULE-I**RECRUITMENT RULE FOR THE POST OF CARPENTER IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of post	Carpenter
2.	No. of post	02 (Two)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post ?	Selection
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ application forms from candidates.
7.	Educational and other qualifications required for direct recruitment	<u>Essential :</u> i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Must possess ITI Trade Certificate in Carpentry from a recognized Institution and must qualify in the departmental trade test/proficiency test.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	<u>Promotion :</u> From amongst the Junior Carpenters in the Pay Scale of Rs. 5200-20200 with Grade Pay of Rs. 1800 working in the A & N Health Department with 03 years regular service in the grade
12.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Promotion/Confirmation) consisting of :</u> 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of AH & VS - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

**DUTIES AND RESPONSIBILITIES FOR THE POST OF
CARPENTER/Jr. CARPENTER**

1. To open medicine, IV fluids, instruments, fridges, wooden packages received from MSD and other firms and keep empty boxes.
2. To pack medicine boxes for dispatch to outlying Islands.
3. To attend to minor repairs of wooden furniture of Department.
4. To make package from wooden boxes.
5. To make wooden sign boards and name plate and Hospital board.
6. To assist the Medical Officer, Store in packing and unpacking work and other works of Medical Store.

SCHEDULE-II

**RECRUITMENT RULE FOR THE POST OF DRESSER IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of post	Dresser
2.	No. of post	13 (Thirteen)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ application forms from candidates.
7.	Educational and other qualifications required for direct recruitment	Essential : i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Two years working experience in the field from a Registered Medical or Clinic
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment

11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :</u> 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES FOR THE POST OF DRESSER

1. To assist the Medical Officer in cleaning and dressing the wound.
2. To prepare sterilize and maintain dressing.
3. To clean and sterilize dressing equipments.
4. To carryout dressing of the injury wound etc. under the guidance of M.O./Nursing Staff.
5. To help Nursing Staff in dressing of minor operated cases in the Ward.
6. Any other duties assigned to them from time to time.

SCHEDULE-III

RECRUITMENT RULE FOR THE POST OF BARBER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of post	Barber
2.	No. of post	4 (Four)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application from candidates.
7.	Educational and other qualifications required for direct recruitment	Essential : i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Should possess good experience in the hair cutting and shaving

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of : 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES FOR THE POST OF BARBER

1. To give hair cut to chronic patients like Leprosy and TB patients in Hospital.
2. To prepare patients for surgery by shaving the operative areas.
3. Any other duties assigned to them from time to time.

SCHEDULE-IV

RECRUITMENT RULE FOR THE POST OF TAILOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of post	Tailor
2.	No. of post	2 (Two)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from candidates.

7.	Educational and other qualifications required for direct recruitment	<u>Essential :</u> i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Certificate in Tailoring and Garment Making of atleast 2 years duration from a recognized Institution / Organization <u>Desirable :</u> 2 years experience in a Tailoring Shop.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :</u> 1. Director of Health Services - Chairman 2. Medical Supdtt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES FOR THE POST OF TAILOR

1. To stitch gown apron for the Surgeon, Anesthetist and other operating team.
2. To stitch and prepare cover and other material used during surgery.
3. To stitch and repair bed sheet, curtains, pillow sheet etc.
4. To assist in preparing of any cloth items in the OT.
5. Any other duties assigned to them from time to time.

SCHEDULE-V**RECRUITMENT RULE FOR THE POST OF LAUNDRY MACHINE OPERATOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of post	Laundry Machine Operator
2.	No. of post	1 (One)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application from candidates.
7.	Educational and other qualifications required for direct recruitment	Essential : i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Trade Certificate in Mechanical/Electrical Trade from a recognized Industrial Training Institute iii) Should qualify in the trade test Desirable : One year experience in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of : 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

**DUTIES AND RESPONSIBILITIES FOR THE POST OF
LAUNDRY MACHINE OPERATOR**

1. To run the Laundry Machine of the Hospital.
2. To carryout minor repair of the Laundry Machine as and when required.
3. To clean and wash the Laundry Machine.
4. To maintain the ledger and records pertaining to Laundry Machine.
5. Any other duties assigned to them from time to time.

SCHEDULE-VI

**RECRUITMENT RULE FOR THE POST OF GESTETNER OPERATOR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of post	Gestetner Operator
2.	No. of post	1 (One)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post ?	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Promotion : From amongst the Multi Tasking Staff in the PB-1 Rs. 5200-20200 with Grade Pay of Rs. 1800 working in the A & N Health Department having 03 years regular service in the grade
12.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Promotion) consisting of : 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES FOR THE POST OF GESTETNER OPERATOR

To do the work of duplicating/xerox and maintenance of xerox and duplicating machine.

SCHEDULE-VII**RECRUITMENT RULE FOR THE POST OF HELPER IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of post	Helper
2.	No. of post	13 (Thirteen)* 2012 *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted / Non-Ministerial)
4.	Pay Band, Grade Pay and Pay Scale	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruitment	18-33 yrs. for Male candidate 18-38 yrs. for Female candidate Relaxable in the case of Government Servants upto 5 years in accordance with the orders in force. The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application from candidates.
7.	Educational and other qualifications required for direct recruitment	<u>Essential :</u> i) Secondary School Certificate Examination (X th Std.) passed from a recognized Board / Institution ii) Should qualify in the departmental trade test
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :</u> 1. Director of Health Services - Chairman 2. Medical Supdt., G.B. Pant Hospital - Member 3. Director of A.H. & V.S. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES FOR THE POST OF HELPER

1. Assistance of Cinema Operators in field programmes.
2. Collection of materials from post office, press, ships etc. and stocking the same.
3. Assistance during special programme under all health programme as and when required.
4. Any other duties assigned by H.E.O./D.D.(HE).